

TULARE COUNTY COMMUNICATIONS POLICY

Employee Name (print)_____ Employee ID:_____

Department:_____

Computers:

- County computers are provided for business use only.
- Computer files and disks may be reviewed at any time.
- Passwords and other message protection devices must be authorized.
- Use of a password does not make the material or information private.
- You must provide your supervisor or manager your password when requested.
- Only approved programs may be installed on County computers, including graphic packages and screen savers.
- No files or disks may be used in a County computer after use in an outside computer.

Internet and E-Mail:

- County e-mail is for business use only. You are not authorized to use Internet e-mail or other online services until you obtain approval from your Department Head.
- Your e-mail is not private. It may be read at any time by your supervisor.
- You may not use the County's e-mail system for personal profit or gain, solicitation of funds, sending political messages or sending harassing messages.
- Communication on the Internet is not considered secure or private.
- Confidential, restricted, and proprietary data may not be sent by Internet.
- Personal Internet e-mail accounts should not be forwarded to County e-mail systems and vice versa.
- Misuse of e-mail may result in revocation of access and may also subject the employee to disciplinary action.

Personal Mail:

County mail facilities can handle official County mail only. Please do not place your outbound mail in the County mail system. You must arrange to have all personal incoming mail sent to your home.

Telephone Usage:

The County's telephone system uses Centrex. Calls made between County offices are carried throughout the system without additional local or toll usage charges. Centrex calls must be placed by dialing the appropriate 5-digit number.

I acknowledge receipt of the County's Communications Policies stated above.

Employee
(Signature):_____ Date:_____